



PERMITTING PROCEDURE FOR NEW SINGLE FAMILY & DUPLEX RESIDENCES, ADDITIONS, ALTERATIONS, ACCESSORY BUILDINGS & DETACHED GARAGES

Plans that are prepared by a Florida registered architect or engineer shall be prepared in compliance with required wind loads and must contain a statement on the plan that the building/structure has been designed according to the Florida Building Codes. The following information related to wind loads shall be shown on the construction drawings:

1. Basic wind speed, mph, (m/s).
2. Wind importance factor (I) and building category.
3. Wind exposure - if more than one wind exposure is used, the wind exposure and applicable wind direction shall be indicated.
4. The applicable internal pressure coefficient.
5. Components and Cladding. The design wind pressures in terms of psf (kN/m²), to be used for the design of exterior component and cladding materials not specifically designed by the registered design professional.

1. APPLICATION FOR PERMIT

The application will not be accepted unless all paper work is complete. Required at time of application.

- a. Property owners' name
- b. Strap number (17 digit # found on your tax bill or available from the Lee County Property Appraiser's Office at 2480 Thompson St. 239-339-6150)
- c. Job site address and directions to the job
- d. Type of roof, i.e. shingle, tile, metal or built-up
- e. Electrical amps
- f. Air conditioning, SEER rating, KW's and Tonnage
- g. If property is located on a county maintained road, you will need a driveway permit.
- h. Contractor's license number, address, Contact person, **TELEPHONE AND FAX NUMBER**
- i. 2 Sets of self-addressed mailing labels, **if a fax number is not available**

PLOT/SITE PLAN

Three (3) copies of a plot/site plan drawn to scale (1/8" = 1' minimum). The scale and north arrow must be indicated. The following items must be on your plot/site plan:

- a. All four lot corners, lot lines and dimensions;
- b. Location and name of streets or drives bordering the lot;
- c. If there is a water body within 25 feet of your project, indicate the mean high tide line or the edge of water and label the type of water body (for example: lake, creek, canal, river, Gulf).
- d. The size of the existing and proposed building(s); the location of driveways; and the location of all easements on the lot.
- e. Setbacks of the buildings (and any proposed additions thereto) from the four lot lines and other existing structures. setbacks must be taken from the closest point of the building to the closest point of the property line.
- f. The plans must show the roof line as well as the foundation. Roof lines may not encroach into or over easements.
- g. If the fill material to be placed on lots raise the elevation more than an **average of 6 inches** above any adjacent developed lot then a Site Grading Plan complying with the Fort Myers Beach LDC Section 6-14 must accompany the permit application.

COASTAL ZONE

- a. If the property is located within a coastal zone area, a certified sealed survey indicating both Coastal Construction lines, the Flood Zone requirement for the zone, and existing elevation of grade must be submitted with the application. The State of Florida DEP needs to issue a permit for construction seaward of the 1991 Coastal Construction Line.
 - b. Since the property is located on a BARRIER ISLAND (FT MYERS BEACH) the construction drawings must be sealed by a registered Florida architect or engineer and the certified survey must address the COASTAL CONSTRUCTION ZONE in addition to flood zone.
 - c. A certified elevation certificate will be required indicating the NGVD elevation prior to tie beam inspection on CBS structures or framing inspection on wood structures.
- NOTE: The form is to be completed by your surveyor and returned to the Inspection Department with the Building Permit number listed on the form.

MASTERED BUILDINGS

If you are planning on purchasing a garage, gazebo, pole barn, shed or utility building from a local distributor, please check with them to see what brands and model numbers are mastered with Lee County Development Services or the State of Florida. If the particular model that you want to buy is not mastered with Lee County Development Services or the State of Florida, the plans will have to be sealed. (See #5 Construction Details)

CONSTRUCTION DETAIL (BLUEPRINTS)

Plans that are prepared by a Florida registered architect or engineer shall be prepared in compliance with required wind loads and must contain a statement on the plan that the building/structure has been designed according to the Florida Building Codes. The following information related to wind loads shall be shown on the construction drawings:

1. Basic wind speed, mph, (m/s).
2. Wind importance factor (I) and building category.
3. Wind exposure - if more than one wind exposure is used, the wind exposure and applicable wind direction shall be indicated.
4. The applicable internal pressure coefficient.
5. Components and Cladding. The design wind pressures in terms of psf (kN/m²), to be used for the design of exterior component and cladding materials not specifically designed by the registered design professional. If the construction is located in a coastal area specific to the limitations under The Fort Myers Beach Land Development Code, Chapter 14, Sea Turtles Conservation; also Chapter 6, Article III Coastal Construction Code, and Article IV Floodplain Regulations, the architect or engineer shall provide a statement of compliance with those applicable code sections.

Plans should be submitted on standardized sheets drawn to scale (1/8" or 3/32" = 1' is acceptable). Three (3) sets of construction drawings must be submitted. The plans must bear the following specific information:

- 1). Elevation for front, rear, right and left sides.
- 2). Foundation plans.
- 3). Floor plans. If an addition or enclosure, floor plans must identify rooms adjacent to the addition/enclosure as well as means of ingress/egress.
- 4) Lateral breakdown (typical wall section from roofing through to foundation and NGVD Elevation.
- 5) Duplex must have a tenant separation wall of UL Design or equal.
- 6) Location of electric and plumbing.
- 7) Conventional roof framing layout. If trusses, include engineered truss layout from truss manufacturer.
- 8) If living area, three sets of energy calculations (revised) will be required.
- 9) Indicate the state of Florida approval numbers for the windows, shutters, doors, garage doors and/or overhead doors.
- 10) If construction requires sprinklers, plans must show compliance with State of Florida Administrative Code 61G15-32

PUBLIC WATER/SEWER (SFR & DUPLEX ONLY)

If construction is located on private or public water and sewer, a letter must be submitted from the appropriate utility company verifying availability to the site at the time of submittal of application.

ENERGY CALCULATIONS (SFR, DUPLEX AND/OR ALL LIVING AREA ADDITIONS)

Three (3) copies of the energy calculations (revised) and one (1) cover sheet (copy of 1st page of energy calculations) must be submitted with your application.

OWNER-BUILDER DECLARATION OF SELF USE (on back of application)

An owner-builder must sign a declaration of self-use. He/She must be able to do all the work himself or hire licensed contractors.

NOTICE OF COMMENCEMENT (if construction value is \$2500 or more)

A Notice of Commencement must be recorded with the Lee County Clerk of Courts prior to issuance of the building permit. A copy of the recorded Notice of Commencement is required at issuance of your building permit.

BUILDING ADDENDUM (if owner is not the builder). Addendum on back of application must be completed.

IMPACT LETTER (SFR & DUPLEX ONLY) obtained from Lee County Development Services must be completed.

DRAINAGE

If the fill material to be placed on lots raise the elevation more than an **average of 6 inches** above any adjacent developed lot then a Site Grading Plan complying with the Fort Myers Beach LDC Section 6-14 must accompany the permit application.

DRIVEWAYS, LANDSCAPING & IRRIGATION (DUPLEX)

Permits for a duplex (two family or single family attached), and not in a subdivision subject to a current (active) Development Order, will be required to comply with the LDC Section 34-3107 and 34-3108, paved driveways, landscapes and irrigation.

BLUEPRINT PROCEDURE

1. Blueprints should be submitted in sets of three (3) & folded.
2. The following items should be stapled on the left hand side of each set of plans in the following order:
 - 1st - Plot plan (if separate)
 - 2nd - Energy calculations
 - 3rd - Truss/ Roof Layout
 - 4th - Window/ Door specification sheets or Schedule
 - 5th - Shutter specification sheets or Schedule
3. The Permit Technicians will attach all other pertinent information to the check off sheet. Please have this information stapled together in the following manner:
 - 1st - Recorded Warranty Deed (if applicable)
 - 2nd - Water/Sewer letters or Septic/Well Information
 - 3rd - Sealed survey (if applicable)
 - 4th - Impact Letter
 - 5th - Energy calculation cover sheet

FOR YOUR INFORMATION**1. WHO CAN PICK UP THE BUILDING PERMIT?**

The application must be signed by the Contractor, an authorized agent or the contractor of the property owner in the presence of the Building Official or designee. Owner-builders must

personally appear and sign for their permits. The only exception to this is with a legal, recorded, Power of Attorney. NOTE: Contractors must be licensed and registered with Lee County Contractors Licensing.

2. TRACKING YOUR APPLICATION, INSPECTIONS & RE-INSPECTION FEES

Please call (239) 765-0202 Ext. 130 to track an application or to schedule an inspection. When an inspection has failed, a fee will be charged for all recalls and turn-downs.

3. REVIEW PROCESS TIME

The review process time will vary with the department's workload (normal permitting time is anticipated to be 7 working-days).

4. REJECTED PLANS

Plans will be rejected if all required paper work is not complete. Customer will be notified in writing, mail or fax. The customer will come back to the office to pick-up the rejected plans at the Information Counter.

5. RE-SUBMITTING REJECTED PLANS

Once the plans have been corrected, re-submittal of rejected plans must be made at the Information Desk and will be processed through the normal procedure time.

6. HOW WILL I KNOW WHEN MY PERMIT IS READY?

Applicants will be notified by phone or fax when the permit is approved. At that time you will be given the required fees due and any other paperwork we may need.

7. CHANGES TO THE APPROVED PLANS (REVISIONS)

Any filed changes of outlets or fixtures, non-structural or structural changes must be submitted to the Information Desk for processing. If the original plans were sealed by an architect or engineer, the revisions must also be sealed. These must be submitted in plan form of three (3) copies and approved, prior to commencement of work.

8. POSTING THE PERMIT

Permits must be posted at eye-level, visible from the road and protected from the weather. There must also be a set of the approved plans on the job at the time of inspection(s).

9. SANITARY FACILITIES (PORTA JOHN)

Upon issuance of a building permit, and before the footing inspection is performed, the job site must have sanitary facilities and a trash retainer.

10. GARBAGE

No Certificate of Occupancy can be issued on Residential units of four (4) or less until proof of payment has been received to Veolia Waste Services Tel. 334-1224 Fax 433-2550

11. CERTIFICATE OF OCCUPANCY

The building may not be occupied until the final inspection has been completed and a Certificate of Occupancy is issued, at which time the power company will be notified to connect permanent power. Violators will be cited and temporary power will be disconnected.

12. ADDITIONAL PERMITS (if required)

Plumbing, Electrical, Air Conditioning, Roofing, Lawn Sprinkler system, Pools (including above-ground), Spas, Enclosures, Fences, Solar, Fire Sprinklers or Alarm Systems.

15. TERMITE CERTIFICATES

A Certificate for Termite Treatment is required on the permit board pursuant to Florida Building Code, Section 1816.1.

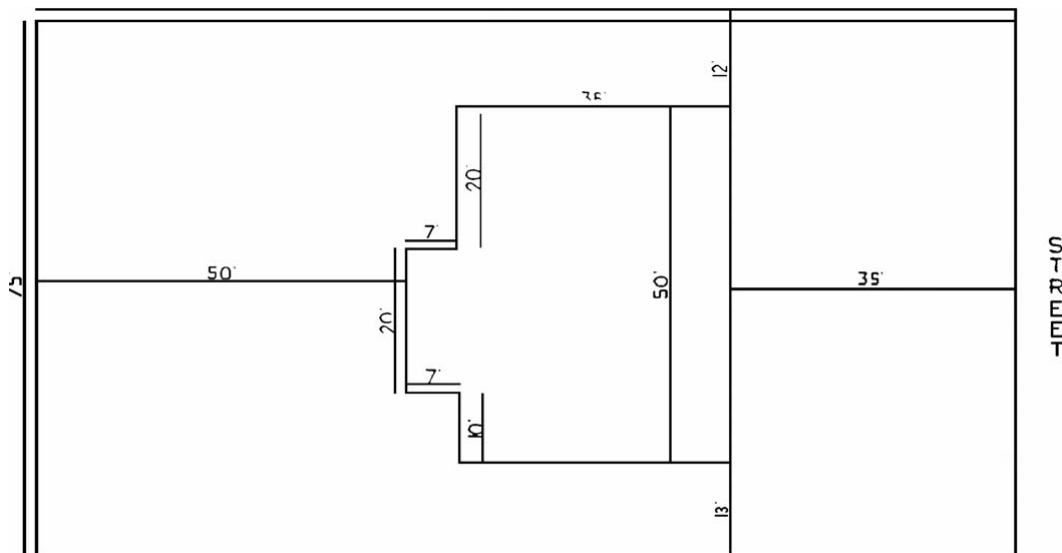
16. ELEVATION CERTIFICATES

Every building that is required to meet flood elevation must have an Elevation Certificate marked "Finished Construction." If an Elevation Certificate is marked "Building Under Construction", a second certificate is required before Final Framing Inspection. The STRAP NUMBER will be 17 digits and is used to identify the land although the owners may change. The strap number is in the upper left hand of your tax bill or you can obtain it from the Property Appraiser by calling their office at (239) 339-6150.

SAMPLE (18-25-15-16-00000.0010)

The following items must be on your plot plan:

1. Plot plan must be drawn to scale (1/8" = 1', 1" = 10', 1" = 20', 1" = 30', 1" = 60') or if the lot is square or rectangular the dimensions may add up to the lot width and depth. Label the location of streets bordering your property.
2. All setbacks to structure and additions must be shown. Setbacks will be taken from the closest point of the building to the closest point of the property line. It helps to show the roof line as well as the foundation since the roof lines are not allowed to encroach easements.
3. If there is a water body within 25 feet of your project, please indicate the mean high tide line or the edge of water and label the type of water body (for example: lake, creek, canal, river, Gulf).
*** Setback or lot size information can be obtained through Community Development by calling 239-765-0202. Please have your strap number available.



Sample Lot Size 75 x 127